

TOWN OF TOPSFIELD
TOPSFIELD BOARD OF HEALTH
November 1, 2007~7:30 PM
Proctor School, Teachers' Lounge

Replacing October 25 & November 15, 2007 Meeting

Present: Deborah Colbert, Acting Chair; Michael Waltermire, Vincent Guerra
Not Present: William Hunt; Sheryl Knutsen
Also Present John Coulon, Health Agent; Catherine Tinsley, Secretary;

Abbreviations:
BOH- Board of Health
BOS- Board of Selectmen

7:38 PM – In the absence of the Chairman, Ms. Colbert as Acting Chair called the meeting to order.

Morgensolen Lodge, Sons of Norway, Morgensolen Lodge, 5 Brown Street, Beverly, MA

• **Fee waiver request for the Nordic Fest at the Topsfield Fair Grounds**

The Agent requested and it was granted that the agenda be taken out of order, saying that Joanne Graves, representing Sons of Norway –Morgensolen Lodge #3-545, Masonic Temple, was present to seek a fee waiver of the \$50 food permit fee for the one day for annual Nordic Fest; it was noted that they were late in getting the paper work in.

Ms. Graves identified that they are non profit citing that 100% of the funds realized from the Nordic Fest supports activities of the lodge e.g. cross country skiing program for the blind, scholarships for children to attend Norwegian language and heritage camps etc.

Mr. Waltermire made a motion to waive the \$50 fee to the non profit organization of Sons of Norway.

Seconded. MOTION CARRIED

I. APPOINTMENTS

II. HEALTH AGENT'S REPORT

Flu Clinic

The annual Flu Clinic will be held at the Emerson Center on November 8th from 1-4pm.

Willowdale Lodge Update

Mr. Coulon updated the Board saying that there are currently functions being held at the Willowdale Lodge, but they do not have a Common Victuallers (CV) license which is issued by the BOS. He went on to identify that they do have a BOH permit, and an occupancy permit issued by the State Inspection Division because it is situated on state property.

Mr. Coulon stated that he has talked with the BOS and they have entertained the issuance of the CV license; the Health agent has submitted a written request to the BOS for an update.

The Office of Wire Inspections had issued a Memorandum on 10/30/07 identifying a list of violations. It was written that the Electrical Contractor was contacted and an inspection was rescheduled for November 5, 2007.

The Board discussed their options i.e. revoking the health permit to serve food. Currently they can have food brought in through catered affairs and can serve continental breakfast. It was noted that people working in the front kitchen line do not have food manager certification and the necessary equipment.

Updates will be given at future meetings

It was noted that this permit will need to be monitored.

III. OLD BUSINESS

Vote on TVSC (Topsfield Village Shopping Center)

Mr. Coulon reported that a case number was assigned in March of 2004 but the Health office did not issue a permit, therefore this should not have expired.

Mr. Coulon said he spoke to Sam Perkins and Fred Fish.

Mosquito Control Projects

Arbovirus Surveillance Report

Vote on Arbovirus Management Plan

The report of district activities dated October 3, 2007 was received by the BOH office. Mr. Coulon responded that the Board needed to vote to accept the report as is or, return it with corrections or to table action until the full board meets.

Dr. Guerra made a motion to table the evaluation of the report until the full board is able to meet and discuss it. Seconded. MOTION CARRIED

The Board discussed the report which included the time period of May 21 – September 26, 2007. The report identified areas of concern based on proximity to recreation area's and /or elderly housing.

Ms. Colbert reiterated the importance of getting copies of this report to those board members not present.

25 Brookside Drive research done since the previous meeting (agent confer with DEP and homeowner to supply Agent with more details of the soil evaluator's method)

Mr. Coulon reviewed that the home owner of 25 Brookside Drive came before the board to request not digging for a soil test, but said that he has since met with Brian Famer, Northeast Environmental Engineering Services and the homeowner; a 12 foot hole was dug to perform the testing. He identified that no ground water was found and soil testing will be done and a replacement leaching field and distribution box will be installed.

IV. NEW BUSINESS

The meeting minutes for March, May, June, July, August and October will be on the next meeting agenda.

V. Correspondence

VI. Financials

The Board reviewed and signed bill warrants.

The Agent reviewed the revenue spread sheet report for September and October Fiscal Year to Date. A discussion of understanding followed.

VII. Miscellaneous

Mr. Coulon had the Board review a draft reference book for Title V information to be issued to each Board member for use during meetings as a reference. The pages of the notebook will be double side and tabbed.

The Board requested a list of proposed modifications to the regulations as previously discussed and identified. A lengthy discussion followed regarding the process for the Board.

The Board talked about a general review and updating of the septic regulations.

Prioritizing the changes was a part of this discussion and the best way to approach making modifications.

Ms. Colbert and Mr. Coulon will meet to tab suggested alterations to the regulations to be reviewed by the Board at their next meeting.

Mr. Coulon will send the Town Meeting timeline to the Board members for reference.

Mr. Coulon recently spoke to a group of realtors regarding Title V, noting that by speaking to them as a group, he anticipates saving time by not repeating this information on an individual bases.

Mr. Guerra made a motion to enter into executive session for the purpose of discussing ongoing litigation and to return to open session for the purpose of adjournment.

Seconded. Approved by roll call vote: Deborah Colbert, Acting Chair; Michael Waltermire, Vincent Guerra

9:35 PM - Mr. Waltermire made a motion to return open session. MOTION CARRIED BY ROLL CALL VOTE.

Mr. Guerra made a motion to adjourn and it was unanimous to do so.

Approved as written at the January 24, 2008 Board of Health Meeting.